
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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EFFECTIVE DATE: 02/07/91
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09/03/09, 12/03/09, 11/03/11
AUTHORITY: BOC
COUNTY MANAGER: SM
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SUBJECT: ADMINISTRATIVE LEAVE

I. PURPOSE: To establish administrative policies and procedures for the use of paid administrative leave for certain County employees as authorized in Section 2.02.080 (K) of the Personnel Regulations, Chapter 2.02.

II. POLICY:

A. DEFINITIONS:

1. Administrative Leave: Additional time off for management, and eligible non-represented employees.
2. Exempt employees must take Administrative Leave in daily increment. Please see the attached Administrative Leave Eligibility List.

B. ADMINISTRATIVE LEAVE ALLOCATION:

- FLSA Exempt employees 40 hours annually
- Confidentials: Non exempt employees 24 hours annually

III. PROCEDURE:

A. ACCRUAL OF ADMINISTRATIVE LEAVE:

1. On January 1 of each year eligible employees will be credited with the appropriate amount of administrative leave available for use during that calendar year. Employees hired or promoted to an eligible class during the year will be credited with an appropriate prorated balance at time of hire or promotion. Part-time employees will be credited with a prorated amount of administrative leave based on authorized hours of work.
2. Employees can verify their available Administrative Leave hours by reviewing the Attendance Reports, as well as their individual paycheck stub.
3. Employees demoted or transferred to a position represented by an Association forfeit all administrative leave hours.

B. UTILIZATION OF ADMINISTRATIVE LEAVE:

1. Request for Administrative Leave must be approved in advance, by the employee's Supervisor on a Douglas County Leave Request form.
2. Once approved, Administrative Leave will be deducted from the employee's available balance, and recorded on the individual employee's timecard, as well as the Attendance Report for the applicable pay period.
3. Employees may utilize Administrative Leave up to and including December 31st every year, or the end of the last pay period of the calendar year. If the last pay period of the year extends into the next calendar year, Administrative Leave may be used through the end of that pay period that includes December 31st.
4. Any unused balance of Administrative Leave will be forfeited at the end of the last pay period of the calendar year. If the last pay period extends beyond December 31st, Administrative Leave will be forfeited at the end of the pay period of the new calendar year that includes December 31st.
5. Unused Administrative Leave days will not be credited to the employee's Administrative Leave balance for the next calendar year.
6. Upon separation from the County, all unused Administrative Leave will be forfeited.
7. Any unused Administrative Leave will not be paid to the employee upon termination of employee (voluntary or involuntary).

11/03/11

ADMINISTRATIVE LEAVE ELIGIBILITY LIST			
JOB CODE	TITLE	EARNED	UNION
	<i>This list may be updated as status of positions change or new positions are authorized. For a current listing, contact Human Resources.</i>		
1000	ACCOUNTANT	40	NOCON
1010	ACCOUNTANT SENIOR	40	NOCON
1020	ACCOUNTING CLERK	24	NOCON
1030	ACCOUNTING CLERK SR	24	NOCON
1040	ACCOUNTING OPERATIONS SUPERVISOR	40	NCMGR
1050	ACCOUNTING SPECIALIST I (EAST FORK)	24	NOCON
1060	ACCOUNTING SPECIALIST II	24	NOCON
1070	ADMINISTRATIVE ANALYST I	24	NOCON
1080	ADMINISTRATIVE ANALYST II	40	NCMGR
1090	ADMINISTRATIVE ASSISTANT	24	NOCON
1160	ANIMAL CARE AND SERVICES SUPERVISOR	40	NCMGR
1220	ASSESSMENT ROLL SUPERVISOR	40	NCMGR
1290	ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES	40	NCMGR
1270	ASSISTANT CLERK/TREASURER	40	NCMGR
1330	ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR	40	NCMGR
1280	ASSISTANT COUNTY MANAGER/CHIEF FINANCIAL OFFICER	40	NCMGR
1300	ASSISTANT DIRECTOR OF COMMUNITY SERVICES	40	NCMGR
1310	ASSISTANT DISTRICT ATTORNEY	40	NCMGR
1320	ECONOMIC VITALITY MANAGER	40	NCMGR
3480	SUPERINTENDENT - MAINTENANCE OPERATIONS	40	NCMGR
1370	BUILDING OFFICIAL	40	NCMGR
1410	CAPTAIN (LIEUTENANT)	40	NCMGR
1420	CASA PROGRAM ADMINISTRATOR	24	NOCON
1430	CASEWORKER (GRANT FUNDED)	24	NOCON
1440	CHIEF ALT SENT OFFICER	40	CTMGR
1450	CHIEF DEP ASSESSOR	40	NCMGR
1470/1480	CHIEF DEP DA	40	NCMGR
1490	CHIEF DEP DIST CT CLK	40	NOCON
1520	CHIEF DEP TREASURER	40	NCMGR
1460	CHIEF DEPUTY CLERK	40	NCMGR
1500	CHIEF DEPUTY JPO	40	CTMGR
1510	CHIEF DEPUTY RECORDER	40	NCMGR
1500	CHIEF JPO OFFICER	40	CTMGR
1570	CIVIL ENGINEER II	40	NOCON
1540	CIVIL ENGINEER III (COUNTY AND GARDNERVILLE)	40	NOCON
1550	CIVIL ENGINEER – SENIOR	40	NOCON
1580	CLERK TO THE BOARD II	24	NOCON
2755	COMMUNICATIONS MANAGER	40	NCMGR
1630	COMPUTER NETWORK TECHNICIAN II	24	NOCON

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1640	COMPUTER NETWORK TECHNICIAN I	24	NOCON
1655	COMPUTER NETWORK TECHNICIAN LEAD	40	NOCON
1650	COMPUTER OPERATOR	24	NOCON
1690	COUNTER TECHNICIAN (EAST FORK)	24	NOCON
1700	COUNTY ENGINEER	40	NCMGR
1710	COUNTY MANAGER	40	NCMGR
1730	COURT REPORTER	24	NOCON
1720	CT INFO SYSTEMS MGR	40	NCMGR
1780	DEPUTY DIST ATTORNEY I	40	NOCON
1790	DEPUTY DIST ATTORNEY II	40	NOCON
1800	DEPUTY DIST ATTORNEYIII	40	NCMGR
207	DEPUTY FIRE CHIEF EMS	40	NCMGR
200	DEPUTY FIRE CHIEF	40	NCMGR
1890	FINANCE DIRECTOR	40	NCMGR
1900	DIRECTOR OF COMMUNITY DEVELOPMENT	40	NCMGR
1910	DIRECTOR OF COMMUNITY SERVICES/PARKS & REC	40	NCMGR
1930	DIRECTOR OF JUVENILE CAMP SERVICES	40	NCMGR
3050	DIRECTOR OF PUBLIC WORKS	40	NCMGR
1920	DIRECTOR OF TECHNOLOGY SERVICES/911	40	NCMGR
1990	ELECTIONS CLERK SUPERVISOR	40	NOCON
1545	ENGINEERING MANAGER	40	NCMGR
2030	ENGINEERING TECHNICIAN	24	GARDV
165	FIRE CHIEF	40	NCMGR
2090	FOOD SERVICES SUPERVISOR	24	NOCON
2120	GARDNERVILLE TOWN MANAGER	40	GDMGR
2110	GARDNERVILLE MAINTENANCE SUPERVISOR	40	GDMGR
2130	GENOA TOWN MANAGER	40	NOCON
2140	GIS SUPERVISOR	40	NOCON
1625	HELP DESK TECHNICIAN	24	NOCON
2170	HUMAN RESOURCES ANALYST	40	NCMGR
2180	HUMAN RESOURCES ASSISTANT	24	NOCON
2190	HUMAN RECOURCES ASSISTANT SENIOR	24	NOCON
2200	HUMAN RESOURCES MANAGER	40	NCMGR
2210	HUMAN RESOURCES TECHNICIAN I	24	NOCON
2220	HUMAN RECOURCES TECHNICIAN II	24	NOCON
2230	INFORMATION SYSTEMS MANAGER	40	NCMGR
2270	INTERNAL AUDITOR	40	NOCON
2300	INVESTIGATOR SPECIALIST I	24	NOCON
2310	INVESTIGATOR SPECIALIST II	24	NOCON
2320	JUDICIAL ASSISTANT	40	NOCON
2330	JUDICIAL STAFF ATTORNEY	40	NCMGR
2390	JUVENILE PROBATION DETENTION SUPERVISOR	40	CTMGR
3600	JUVENILE SERVICES PSYCHOLOGIST	40	NOCON
2430	LAW CLERK	24	NOCON

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2500	LIBRARIAN II	40	NOCON
2510	LIBRARIAN III	40	NOCON
2520	LIBRARY DIRECTOR	40	NCMGR
2125	MAIN STREET PROGRAM MANAGER (INCLUDING INTERN)	24	GARDV
2110	MAINTENANCE SUPERVISOR (MINDEN)	40	MINDEN
2730	MANAGEMENT ANALYST	40	NCMGR
2740	MANAGER OF SENIOR SERVICES & TRANSPORTATION	40	NCMGR
2750	MANAGER OF SOCIAL SERVICES	40	NCMGR
2120	MINDEN TOWN MANAGER	40	NCMGR
2810	OFFICE ASSISTANT, SENIOR	24	NOCON
2850	OFFICE MANAGER	40	NCMGR
2060	OFFICE MANAGER EXECUTIVE	40	NCMGR
2860	OFFICE MANAGER SENIOR	40	NCMGR
2930	PARK RANGER SUPERVISOR	40	NCMGR
2940	PAYROLL ADMINISTRATOR	40	NOCON
2980	PLANNER - PRINCIPAL	40	NOCON
2990	PLANNER - SENIOR	40	NOCON
0000	PLANNING MANAGER	40	NCMGR
2765	PMO MANAGER	40	NCMGR
3010	PROGRAMMER ANALYST	40	NOCON
3020	PROJECT MANAGER PUBLIC WORKS	40	NOCON
3045	PUBLIC SAFETY DISP MANAGER	40	NCMGR
3040	PUBLIC SAFETY DISP SHIFT SUP	40	NCMGR
3060	PURCHASING ADMINISTRATOR	40	NOCON
3080	RECORDS MANAGER SUPERVISOR	40	NOCON
3120	RECREATION COORDINATOR	40	NOCON
3160	RECREATION SUPERVISOR	40	NCMGR
3200	SECRETARY SR (CO. MGR, YOUTH SERVICES, DCSO)	24	NOCON
3200	SECRETARY SR (JUVENILE CAMP SERVICES)	24	COURT
3610	SPECIAL VICTIMS INVESTIGATOR (INVESTIGATOR I – DA)	24	NOCON
3250	CERTIFIED DRUG AND ALCOHOL COUNSELOR	24	NOCON
3260	SUPERINTENDENT – MINDEN PUBLIC WORKS	40	NOCON
3270	SUPERINTENDENT – PARKS	40	NCMGR
3280	SUPERINTENDENT - RECREATION	40	NCMGR
3300	SUPERINTENDENT – UTILITY SYSTEM	40	NCMGR
3310	SUPPORT SERVICES SUPERVISOR (EAST FORK)	24	NOCON
3320	SUPPORT SERVICES WORKER (EAST FORK)	24	NOCON
3300	TAHOE CHIEF DEPUTY CLERK	40	NCMGR
3370	TAHOE JUSTICE COURT CHIEF DEPUTY CLERK	40	NOCON
3390	TRANSPORTATION COORDINATOR	24	NOCON
3410	UNDERSHERIFF	40	NCMGR

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3520	YOUTH COUNSELOR SUPERVISOR	40	CTMGR
3550	YOUTH DETENTION COUNSELOR III	24	NOCON
3560	YOUTH FACILITY MANAGER	40	CTMGR
3570	YOUTH SERVICES CASE MANAGER	40	NOCON
	Revised: 10/20/11		